CMS Net

Update Patient Registration Data

Update Patient Registration Data
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Preface

Legend

In procedures on the following pages you will see various symbols used.

✔ When a procedure is described, the check mark indicates the result of an action.

➡ The arrow indicates a content note.

Update Patient Registration Data

Update Patient Registration Data

You are able to change any field in Patient Registration by selecting the patient record through Patient Identification

After logging in CMS Net, the following prompt appears:

Steps to Access Patient Registration

Step	Action
1	Type **"R"** for *Registration*.
2	Press <Enter>.
3	Type **"PA"** for *Patient Registration*.
4	Press <Enter>.

Update Patient Registration Data, continued

After pressing <Enter>, the following Patient Identification screen appears:

```
CMSTRAINING            PATIENT IDENTIFICATION                 CMSPI-10


 Enter one of the following identifiers:


 CCS Number:


 Pt Name:


 Birthdate:              Gender:


 Client Index Number:


 Social Security Number:
```

Identify Patient

See the Patient ID and Statewide Client Index Search sections of this manual for instructions on identifying the patient.

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Update Patient Registration Data, continued

After viewing details of the patient data in SCI, you will be on the following screen:

```
 CMS                      SCI VIEW PATIENT DETAILS                    CMSSI-20
_____

Original SCI Inquiry Data> CIN: 65986301M 4   CCS# T49414
            Last                App     First          Middle
       Name: WRONG                      KID            ENOCH
  Birthname: CHOW                       KID SMILE      BOY HAPPY
  Birthdate: 01/01/1991       Gender: M
  Birthplace: County/State/Country: YOLO
  Mother's First Name: MOM                      SSN:
  Residence Co: YOLO                    Res Zip Code: 95616
  Current Alias:


_____

SCI Client Detail Data>    CIN: 65986301M 4
            Last                App     First          Middle
       Name: WRONG                      KID            ENOCH
  Birthname:
  Birthdate: 01/01/1991       Gender: M
  Birthplace: County/State/Country: YOLO
  Mother's First Name: MOM                      SSN:
  Res Co: YOLO                    Res Zip Code:
  Current Alias:
  Known to: CCS
  Last updated:
```

Step	Action
1	Press the Action Menu function key.

Continued on next page

Update Patient Registration Data, continued

The following Action Menu appears:

```
Select One:
 ( ) Link
 ( ) Return to SCI
 (?) Registration

[Quit]
```

Step	Action
1	Press the <Arrow Up> key to Registration.
2	Press <Enter>.

Continued on next page.

Update Patient Registration Data, continued

After pressing <Enter>, the Patient Registration Face Sheet, CMSFS-10 appears:

```
CMS                 PATIENT REGISTRATION FACE SHEET            CMSFS-10
       Last              App First          Middle
Name: DOODY             HOWDY             PEGGY         CCS#: T47821
Birth:                                                 CIN: 62476301M 3
Alias:                            SSN:                 Pseudo:
Gender: FEMALE   DOB: 01/01/1993   Birthplace: SACRAMENTO
_____
Status: PENDING                   1st Referral Date: 04/15/1999
Ref/Trf Dt: 04/15/1999            Type: REFERRAL
Res Co: SACRAMENTO                Ref Source:
Lgl Co: SACRAMENTO                Ref By:
Ethnic: WHITE                     Language: ENGLISH
Mo First Nm: MOM                  Mo Mdn Nm: MEY
Mo DOB:                           Mo SSN:
_____
 PrimDX:000.00 Undiagnosed Condition
 Sec DX:
 Oth1DX:
 Oth2DX:
 Oth3DX:
_____
Consent Form: N Date:          SCI Last Updated:
    Known To: CCS
```

Updating Face Sheet, Page 1 CMSFS-10

Using the <Arrow Up/Down> keys, make the necessary changes to fields on this screen.

➡ Important note for editing, press the F7 key to delete what is there before you can input the new data.

Continued on next page.

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Update Patient Registration Data, continued

Edit Ref/Trf Date	Registration keeps track of the Referral/Transfer history. A change to the Lgl Co field causes the system to prompt for the REF/TRF DATE. After each change, the old Referral Date and County will appear at the bottom of the last page of Registration when displayed/printed. An "R" or "T" next to the date will indicate whether it is a Referral or Transfer.
Important Note	The 1ST REF DT field is **never** changed. This date is the original referral date of the patient to the California Children's Services (CCS) program.
Reasons for Change to a Transfer/Referral Date	The following are the reasons one would change a Transfer/Referral Date: • Error made during original registration of patient, **OR** • Application comes in after Final Notice sent, **OR** • Referral of a previously Open Case.

If the Date and County fields need to change, remember to change **BOTH** the RES CO and LGL CO fields, if applicable.

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Update Patient Registration Data, continued

Updating Transfer/Referral Date on Face Sheet, CMSFS-10

Make the necessary changes to Transfer/Referral Date as seen in the following steps:

Step	Action
1	Press the <Arrow Down> key to *REF/TRF DT* field.
2	Press F7 function key to erase existing data.
3	Type in new *REF/TRF/DT*.
4	Press <Enter>.

Please Note

After pressing <Enter>, the following prompt appears:

```
Are you adding 02/01/1999 as a NEW referral date?
 (Enter NO to edit current date.)

 (?) NO
 ( ) YES
```

Continued on next page.

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Update Patient Registration Data, continued

Important Note to Users

Say **NO**, if the reason you are editing the date is:

- Error made during original registration of patient, OR
- Application comes in after Final Notice sent.

Say **YES**, if the reason you are editing the date is:

- Referral of a previously Open Case.

After making the appropriate selection and pressing <Enter>, continue to use the Arrow Up/Down key to make the following changes:

Step	Action
1	Press the <Arrow Down> key to *REF/TRF Type* field.
2	Press F1 function to select *REF/TRF Type*.
3	Press the <Arrow Up/Down> to select Transfer/Referral.
4	Press <Enter>. ✔Cursor is taken to the *Res Co* field.
5	**Press F7 function key to erase existing data.**
6	Press the F1 function key to locate new *Res Co*. ➡ Only change, if there has been a change to *Res Co*.
7	Press the <Arrow Up/Down> key to new county name.
8	Press <Enter>. ✔ Cursor is taken to the *Lgl Co.* field.
9	Press the F1 function key to locate new *Lgl Co*. name
10	Press the <Arrow Up/Down> key to new county name.
11	Press <Enter> ✔ Cursor is taken to the *Ref Source* field.
12	Press the F1 function key to select new *Ref Source*.
13	Press the <Arrow Up/Down> key to select new referral source.

14	Press <Enter>
	✔ Cursor is taken to the *Ref By* field.
15	Enter the name of the person/facility referring patient.
16	Press

Continued on next page.

Update Patient Registration Data, continued

Completion of Editing REF/TRF Date

After pressing <Enter>, use the <Page Down> key to scroll through all of the Patient Registration face sheets.

➡ Stop once Patient Registration Face Sheet (CMSFS-60) appears.

```
 CMS                    PATIENT REGISTRATION FACE SHEET              CMSFS-60
 Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CCS# 9999999    CIN:99999999X 9
 Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXX   REG=XXX          MED=X  F/R=X
  Elig Start Date:  99/99/9999    Date Closed:          Date Denied:

  CCS Elig Status: 9X XXXX                    Reason: XXXXXXXXXXXXXXXXXXXXXXXXX

  Appl Status: XXXXXXXXXXXXXXXXXXXX       Pgrm End Date: 99/99/9999
                                         Pending Elig Type: XXXXXXXXXXXXXXX
  Mgd Care Plan:  XXXXXXXXXXXXXXXXX
        Plan #:  99999               Insurance/Other Coverage:  XXXXXXXXXXX
  M/C#:  99999999999999

  Reg By: XXXXXXXXXXXXXXXXXXXX               Reg Date: 99/99/9999
 _____
  Transfer/Referral History:
  Date: 99/99/9999          Type: X          County: XXXXXXXXXXXXXXXXXXX  |
  Date: 99/99/9999          Type: X          County: XXXXXXXXXXXXXXXXXXX  |
  Date: 99/99/9999          Type: X          County: XXXXXXXXXXXXXXXXXXX  |
  Date: 99/99/9999          Type: X          County: XXXXXXXXXXXXXXXXXXX  |
 _____
 Last Update By:  XXXXXXXXXXXXXXXXXXXX                    2)Date: 99/99/9999
```

History Displayed

On this last Patient Registration Screen, CMSFS-60, you will see the Transfer/Referral History displayed, as seen above in the bolded print.

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Update Patient Registration Data, continued

To Save Edits   To save the edits to the Transfer/Referral Date made on the Patient
Registrations screens, do the following:

Step	Action
1	Press F2 function.
2	Press the <Arrow Up> key to *Save*.
3	Press <Enter>.

```
Select One:
 (?) Save
 ( ) Cancel

 [Quit]
```

After pressing <Enter>, you have successfully completed Editing
Transfer/Referral Date.

Continued on next page.

Update Patient Registration Data, continued

Updating Face Sheet, Page 2, CMSFS-20

➡ When all editing is completed, pressing the <Down Arrow> or <Page Down> key moves the cursor to the next screen.

```
CMS                    PATIENT REGISTRATION FACE SHEET              CMSFS-20

Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CCS# 9999999    CIN:99999999X 9
Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXX     REG=XXX          MED=X  F/R=X


   Pt Address:                         Primary Addressee:
   ST1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    NM:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   ST2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    ST1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   CTY: XXXXXXXXXXXXXXXXXXXXX  ST: XX    ST2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   Zip: 99999                           CTY: XXXXXXXXXXXXXXXXXXXXX  ST: XX
   PH: (999)999-9999                    Zip: 99999

Pt Address Verification: X            Primary Address Verification: X
                                      PH:  (999)999-9999
                                      WK1: (999)999-9999 WK2:(999)999-9999
                                  Phone Notes: XXXXXXXXXXXXXXXXXXXXXXX
                                  Relation to Pt: XXXXXXXXXX

Caregiver's Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Placed Out of Home: XXXXXXXXXXXX
Placed Out of Home: X              Type of Placement: XXXXXXXXXXX
Where Placed:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Where Placed Other Text: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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Update Patient Registration Data, continued

Updating Face Sheet, Page 3, CMSFS-30	➡ When all editing is completed, pressing the <Down Arrow> or <Page Down> key moves the cursor to the next screen.

```
 CMS                  PATIENT REGISTRATION FACE SHEET              CMSFS-30
 Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    CCS# 9999999   CIN:99999999X 9
 Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXX    REG=XXX          MED=X  F/R=X


 Other Addressee:
 NM:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX     Relation to Pt:  XXXXXXXXXXXXXXXXXX
 ST1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ST2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 CTY: XXXXXXXXXXXXXXXXXXXXXX  ST: XX
 ZIP: 99999
  PH: (999)999-9999
 WK1: (999)999-9999         WK2: (999)999-9999




 Siblings Known to CMSNET:
  NM: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    CCS#: 9999999   CIN:99999999X 9
  NM: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    CCS#: 9999999   CIN:99999999X 9
  NM: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    CCS#: 9999999   CIN:99999999X 9
  NM: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    CCS#: 9999999   CIN:99999999X 9
```

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Update Patient Registration Data, continued

Updating Face Sheet, Page 4, CMSFS-40

➡ When all editing is completed, pressing the <Down Arrow> or <Page Down> key moves the cursor to the next screen.

```
CMS                  PATIENT REGISTRATION FACE SHEET              CMSFS-40
Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CCS# 9999999   CIN:99999999X 9
Gender: X   DOB: 99/99/9999  Lgl Co: XXXXXXXXXX    REG=XXX        MED=X  F/R=X

Medical Therapy Program:
    MTP Only: X   IEP: X     MTU Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

School:
    Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          Patient Grade: XX
   ST1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   ST2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Cty/St: XXXXXXXXXXXXXXXXXXXXXXXXXX
   Zip: 99999
    Ph: (999)999-9999

Medical Home:
    Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   ST1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   ST2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Cty/St: XXXXXXXXXXXXXXXXXXXXXXXXXX
   Zip: 99999
    Ph: (999)999-9999
```

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Update Patient Registration Data, continued

Updating Face Sheet, Page 5, CMSFS-50

➡ When all editing is completed, pressing the <Down Arrow> or <Page Down> key moves the cursor to the next screen.

```
CMS                    PATIENT REGISTRATION FACE SHEET              CMSFS-50
Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CCS# 9999999   CIN:99999999X 9
Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXX    REG=XXX       MED=X  F/R= X
Regional Office Case Manager: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        County Case Manager: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
County Chart #: XXXXXXXXX             County Close Req Date:99/99/9999


 Specialist:           Nm:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                      St1: XXXXXXXXXXXXXXXXXXXXXXX
                      St2: XXXXXXXXXXXXXXXXXXXXXXX
                      Cty: XXXXXXXXXXXXXXXXXXXXXXX St: XX
                      Zip: 99999
                       Ph: 999-99-9999

                 Specialty: XXXXXXXXXXXXXXXXXXXXXXXX

 Comments:


```

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Update Patient Registration Data, continued

**Face Sheet,
Page 6,
CMSFS-60**

This is the final screen in the Patient Registration flow. All fields on this screen are for display only. **NO** changes can be made to any field on this screen.

```
 CMS                    PATIENT REGISTRATION FACE SHEET              CMSFS-60
 Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CCS# 9999999   CIN:99999999X 9
 Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXX  REG=XXX          MED=X  F/R=X
 Elig Start Date:  99/99/9999     Date Closed:          Date Denied:

 CCS Elig Status: 9X XXXX                    Reason: XXXXXXXXXXXXXXXXXXXXXXXXX

 Appl Status: XXXXXXXXXXXXXXXXXXXX        Pgrm End Date: 99/99/9999
                                          Pending Elig Type: XXXXXXXXXXXXXXX
 Mgd Care Plan: XXXXXXXXXXXXXXXXX
       Plan #: 99999                   Insurance/Other Coverage:  XXXXXXXXXXX
 M/C#:  99999999999999

 Reg By: XXXXXXXXXXXXXXXXXXXX                 Reg Date: 99/99/9999
 ──────────────────────────────────────────────────────────────────────────
 Transfer/Referral History:
 Date: 99/99/9999      Type: X      County: XXXXXXXXXXXXXXXXXXX   |
 Date: 99/99/9999      Type: X      County: XXXXXXXXXXXXXXXXXXX   |
 Date: 99/99/9999      Type: X      County: XXXXXXXXXXXXXXXXXXX   |
 Date: 99/99/9999      Type: X      County: XXXXXXXXXXXXXXXXXXX   |
 ──────────────────────────────────────────────────────────────────────────
 Last Update By:  XXXXXXXXXXXXXXXXXXX                2)Date: 99/99/9999
```

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Update Patient Registration Data, continued

To Save Edits Made on Patient Registration

To save edits made on the Patient Registrations screens, do the following:

Step	Action
1	Press the action key.
2	Press the <Arrow Up> key to *Save*.
3	Press <Enter>.

```
Select One:
 (?) Save
 ( ) Cancel

 [Quit]
```

Continued on next page.

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Update Patient Registration Data, continued

After pressing <Enter>, the following Branch Menu appears:

```
CMS                 PATIENT REGISTRATION BRANCH MENU              CMSOM-20
_____

Pt Nm: WRONG,KID SMITH                      CCS#: 3273185 CIN: 96560523D 6
Gender: F DOB: 01/23/1998 LGL CO: ALPINE   REG= ACTIVE    MED= E   F/R= E
_____



                         (?) Application Status
                         ( ) Insurance/Other Coverage
                         ( ) MEDS Inquiry
                         ( ) Narrative for Patient Registration
                         ( ) Mail Message for Patient Registration
                         ( ) Print Face Sheet

                         ( ) Identify Different Patient
                         ( ) Current Patient Registration
                         ( ) Registration Main Menu

```

You have the option to select, by using the Up/Down Arrow key and pressing
<Enter>, where you need to make your edits versus being forced to follow a set
path.

➡ Remember, the patient displayed at the top part of the screen is what you
will be making edits to when you choose the appropriate option.

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Update Patient Registration Data, continued

To Edit Application Status

If you select "Application Status" from the Branch Menu, the following prompt appears:

```
 CMS                     APLICATION STATUS                       CMSAS-10
 Pt Nm: Wrong,Kid Smith                    CCS#: 3273185     CIN:96560523D 6
 Gender: F  DOB: 01/23/1998    Lgl Co: ALPINE   REG=ACTIVE     MED=E  F/R=E

 Application Status: 2ND LETTER SENT               Application Type: CCS
 Date Signed Appl Recvd:
 Reason No Action:
 _____

 Application Cycle:
    Status:           Ltr Name    Dt Printed:     Corresp #     Nxt Ltr Due:
    1ST LETTER SENT   C-36        07/02/2001      315-2001      07/22/2001



 Comment:


 Last Update By:  Worker Name                            Date:  7/22/01
```

For instructions on editing Application Status, see the Application Status section of this manual.

✔ When you are completed with editing the Application Status and possibly generating an Automatic Narrative and/or sending a Mail Message, you will be returned to the Branch Menu.

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Update Patient Registration Data, continued

To Update Insurance/Other Coverage

If you select "Insurance/Other Coverage" from the Branch Menu, the following prompt appears:

```
Name: WRONG,KID SMITH                   CCS#: 3273185 Legal Co: ALPINE
Sex: F    DOB: 01/23/1998   Status: ACTIVE            Res Co: ALPINE
Medi-cal: 888888888T          SOC:    90.00  Denied:
M/C Comments:
CHANG MADE TO SOC OF COST FIELD TO TEST SYSTEM DISPLAY EVENTS.

Managed Care    Plan #                        Enroll Dt     Disenroll
1   BLUE CROSS  78451                         05/28/1999    06/12/1999


Other Coverage                        Type      Start Dt     Term Dt
1   TEST1                             PPO       06/01/1999   08/30/1999
        Policy #: 789456121                      Primary Policy: YES
        Ded: 10.00        Max Bene: 1000000.00      Sent Docs:
06/01/1999
2   TEST2                             HMO
        Policy #:                                 Primary Policy:
        Ded:              Max Bene:                  Sent Docs:



MEDI-CAL NUMBER: 888888888T//
```

To update Insurance/Other Coverage, see the Insurance/Other Coverage section in manual for instructions.

✔ When you are completed with editing Insurance/Other Coverage and possibly generating an Automatic Narrative and/or doing a MEDS Inquiry, you will be returned to the Branch Menu.

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Update Patient Registration Data, continued

MEDS Inquiry   If you select "MEDS Inquiry" from the Branch Menu, the following screen appears:

```
CMS TEST                        Primary                         CMSMEDS-10
_____

 Pt Nm: WRONG,KID SMITH                           CIN: 96560523D 6

 Ref/Trf Date: 09/16/1998              Pgm Elig Date: 02/16/1999
_____

 Date Of Service: 06/01/1999  POS Response:  Date:           Time:


                                                    x
                                                    x
                                                    x
                                                    x
```

For instructions on sending, receiving and storing a MEDS Inquiry through CMS Net, see the MEDS Inquiry section of this manual.

✔ When you are completed with MEDS Inquiry, you will be returned to the Branch Menu.

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Update Patient Registration Data, continued

Narrative for Patient Registration

If you select "Narrative for Patient Registration" from the Branch Menu, the following screen appears:

```
CMS TEST                     NARRATIVE ENTRY/EDIT                    CMSEN-10
_____

Pt Nm: WRONG,KID SMITH                       CS#: 3273185  CIN: 96560523D 6
Gender: F DOB: 01/23/1998 Lgl Co: ALPINE    Reg= ACTIVE          MED=E F/R=E
_____

Narrative Date: 06/01/1999
General Topic: PATIENT REGISTRATION REFERRAL/CHANGE

 PLEASE SEE REGISTRATION FOR THE FOLLOWING:                                 x
                                                                            x
```

For instructions to generate a narrative, see the "Narrative" section of this manual.

✔ When you are completed with Generate Narrative, you will be returned to the Branch Menu.

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Update Patient Registration Data, continued

Mail Message for Patient Registration

If you select "Mail Message for Patient Registration" from the Branch Menu, the following prompt appears:

```
Enter MESSAGE:
  1>PATIENT REGISTRATION
EDIT Option:
```

For instructions on entering a Mail Message, see the MailMan section of this manual.

✔ When you are completed with sending a Mail Message, you will be returned to the Branch Menu.

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Update Patient Registration Data, continued

Print Face Sheet

If you select "Print Face Sheet" from the Branch Menu, the following prompt appears:

```
DEVICE for FACE SHEET:
```

For instructions for printing, see the "Print Letters" section in the CMS Net Intro part of this manual.

✔ When you are completed with sending a Mail Message, you will be returned to the Branch Menu.

Update Patient Registration Data, continued

Identify Different Patient

If you select "Identify Different Patient" from the Branch Menu, the following screen appears:

```
CMS                    PATIENT IDENTIFICATION                    CMSPI-10
Enter one of the following identifiers:


 CCS Number:


 Pt Name:


 Birthdate:                    Gender:


 Client Index Number:


 Social Security Number:


```

Step	Action
1	Press F7 key to clear the field.
2	Enter new search criteria.
3	Press <Enter>.

For instructions on Identifying New Patient, see the Patient ID section of this manual.

After identifying the new patient, you are returned to the Branch Menu. You are able to select the appropriate options where edits are to be made.

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Update Patient Registration Data, continued

Current Patient Registration

If you select "Current Patient Registration" from the Branch Menu, the following screen appears:

```
 CMS                   PATIENT REGISTRATION FACE SHEET              CMSFS-10
_____
      Last                App First          Middle
Name: DOODY               HOWDY             PEGGY          CCS#: T47821
Birth:                                                     CIN: 62476301M 3
Alias:                              SSN:                   Pseudo:
Gender: FEMALE   DOB: 01/01/1993   Birthplace: SACRAMENTO
_____
Status: ACTIVE                      1st Referral Date: 07/03/1994
Ref/Trf Dt: 09/16/1998              Type: TRANSFER
Res Co: ALPINE                       Ref Source:  CHILDREN'S HOSPITAL
Lgl Co: ALPINE                      Ref By:  UNKNOWN
Ethnic: NO RESPONSE                 Language: ENGLISH
Mo First Nm: MARIA                  Mo Mdn Nm: STONE
Mo DOB:                             Mo SSN:
_____
 PrimDX: 235      NEOPLASM OF UNCERTAIN BEHAVIOR OF DIGESTIVE AND RESPIRATORY
 Sec DX:
 Oth1DX: V62.4    PEER GROUP MALADJUSTMENT
 Oth2DX: 726.91   BONE SPUR
 Oth3DX:
_____
Consent Form: N Date:         SCI Last Updated:
   Known To:
```

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Update Patient Registration Data, continued

You are now able to <Page Down> to make edits to or verify information found on each screen.

✔ After completion of saving or canceling these edits, you will be returned to the Branch Menu.

Registration Main Menu

If you select "Registration Main Menu" from the Branch Menu, the following prompt appears:

```
Select REGISTRATION Option:
```

Step	Action
1	Type a **"?"** for list of options.
2	Press <Enter>.

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Update Patient Registration Data, continued

After pressing <Enter>, the following options appear:

```
Select REGISTRATION Option: ?

        DISPLAY EVENTS
        EDIT DUPLICATE/BAD RECORD
        PATIENT REGISTRATION/EDIT
        PENDING TRANSFERS
        REGISTRATION DISPLAY

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select REGISTRATION Option:
```

Step	Action
1	Type the first 2 –3 letters of the appropriate option.
2	Press <Enter>.

✔ You are now able to begin another process depending on the option selected.

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